



HEATHCOTE Botanical Gardens

210 Savannah Rd
Fort Pierce, FL 34982

Registration GUIDELINES FOR VENDORS AND EXHIBITORS

- Date/Hours:** Dates & times: Saturday October 12, 2024, 9 AM – 4 PM
Sunday, October 13th, 2024, 9 AM – 4 PM
- Participation:** Vendors selling plants, garden art, furniture, books, and garden accessories are invited to attend as well as plant societies and non-profits representing arts, conservation, and environmental groups. **There is no restriction on how many vendors selling similar items may participate.**
- Reservation:** Space reservations may be made by returning the completed application and full payment to HBG by October 31, 2023 for the early registration discount.
- Refund Policy:** Vendor fees are non-refundable. Event will be held rain or shine.
- Tax and Licenses:** Vendors are responsible for collection and submitting Florida Sales Tax and current DOACS registration.
- Security:** Overnight security will be provided on Saturday night only by Heathcote Botanical Gardens. **HBG will not be responsible for any missing items or broken items.**
- Set Up/Restock:** Set up may begin on Saturday, October 12th at 7 AM and must be completed by 8:30 am. Restocking may begin on Sunday, October 15th at 7 AM and must be complete by 8:30 am. **No vendor will be admitted for set up after 8:30 am Saturday or Sunday. Friday set up is by approved advance request, there is no overnight security Friday to Saturday.**
- Vehicles:** Special access for setting up, restocking, and dismantling in the field area will be made available via the west gate, back gate and front date. Large box trucks may be restricted to access from Field Parking only due to overhead trees. **No vendor vehicles** will be allowed in the Gardens during the hours of the Festival. The front parking areas are for visitors only. There will be assigned parking areas for vendors - this will be noted in the Vendor Confirmation email closer to the event. **All vehicles must be removed from the Festival area and guest parking by 8:30 am Saturday and 8:30 am Sunday.** (Vendors with trailers that are staying onsite need to let us know in advance and will be assigned a parking space.)
- Display Area:** All spaces will be identified.
- Please be considerate of your neighboring vendors and **stay within your designated space.** (If you exceed your space, you will be asked to contain or charged for more space)
 - To protect HBG, please keep your area clean. Do not post material on the trees. Remove your own trash.
 - All space preparation and dismantling are the responsibility of the vendor.
 - Holes made to place post should not be dug without consulting Garden Staff. This is to prevent damage to electrical and irrigation lines.
 - Mulch or wood chips must be placed on plastic – not directly on the ground.
 - Vendors are asked to leave their sites as they found them.
 - Please do not cut or prune plants or trees that belong to HBG or other vendors.
 - Typical tent space is 10x10. PLEASE be cautious when putting up tents to not disturb irrigation or electrical lines.

Agreement of Hold-Harmless, Indemnity and Photo Release

Whereas the undersigned is a special permittee of Heathcote Botanical Gardens (hereinafter referred to as "Owner") to use a portion of the Botanical Gardens for the following generally described event, activity, or purpose during the period of time from October 12 & 13, 2024 participating in the **Fall Garden Festival**.

WHEREAS, as a special permittee, the undersigned is, or may be authorized to bring upon the grounds of the Owner to participate with the undersigned in, or partake of, the above-described event, activity, or purpose which event, etc., the undersigned recognized is, or may be inherently hazardous to persons and/or property.

NOW, THEREFORE in consideration of the Owner's grant to the undersigned of the special permit to conduct or carry out his, her or its event, activity or purpose at **Heathcote Botanical Gardens**, the undersigned agrees, covenants, pledges and warrants to hold Owner harmless and to indemnify it from any and all losses or damages to persons or property, or claims thereof, arising, or claimed to have arisen from the event, activity, or purpose conducted or carried out by the undersigned, by one or more of the guests or invitees of the undersigned.

This indemnity and hold harmless shall likewise extend to the costs including legal fees and court costs incurred by Owner in the investigation of defense of such claims.

Owner is permitted to publish or post pictures to publicize event. Including but not limited to social media, email contacts to patrons and advertisements, now and in the future.

IN WITNESS THEREOF, the undersigned has/have affixed his/her/its hand(s) on the dates adjacent to his/her/their/its signature.

_____ **Witness Permittee (Vendor)**
Date

_____ **Witness Heathcote**
Representative Date



HEATHCOTE Botanical Gardens

Vendor Space Reservation Form – Fall Garden Festival 2024 – October 12th & 13th 2024. Pre-Early Registration Deadline: October 31, 2023

Business Name: (as it should appear on the program and map) _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Contact: _____ Email: _____

Social Media address: _____ Website: _____

NOTE: All vendors are responsible for paying the 7% sales tax to the State of Florida, and for FL DOACS registration.

What items are you selling? (This will go into the Garden Festival program and advertising)

When will you set-up? _____

Space	Space Number Preference	Quantity of Spaces	Cost**	Total
*Spaces 1-17	_____ - _____ - _____		\$	\$
Spaces 18-46	_____ - _____ - _____		\$	\$

*See enclosed map, these spaces are prioritized for non-profits. Locations are approximate and subject to change. We will be updating the map for 2024 and adding more spaces.

For electronic billing of vendor fee email this form to us and request to be electronically invoiced for the amount owed.

Registration vendor fee \$96.30 (includes tax)

NON-PROFIT price \$40. ****Sign up as a Presenter at the event and save \$10 off your registration.

Total Enclosed: \$ _____

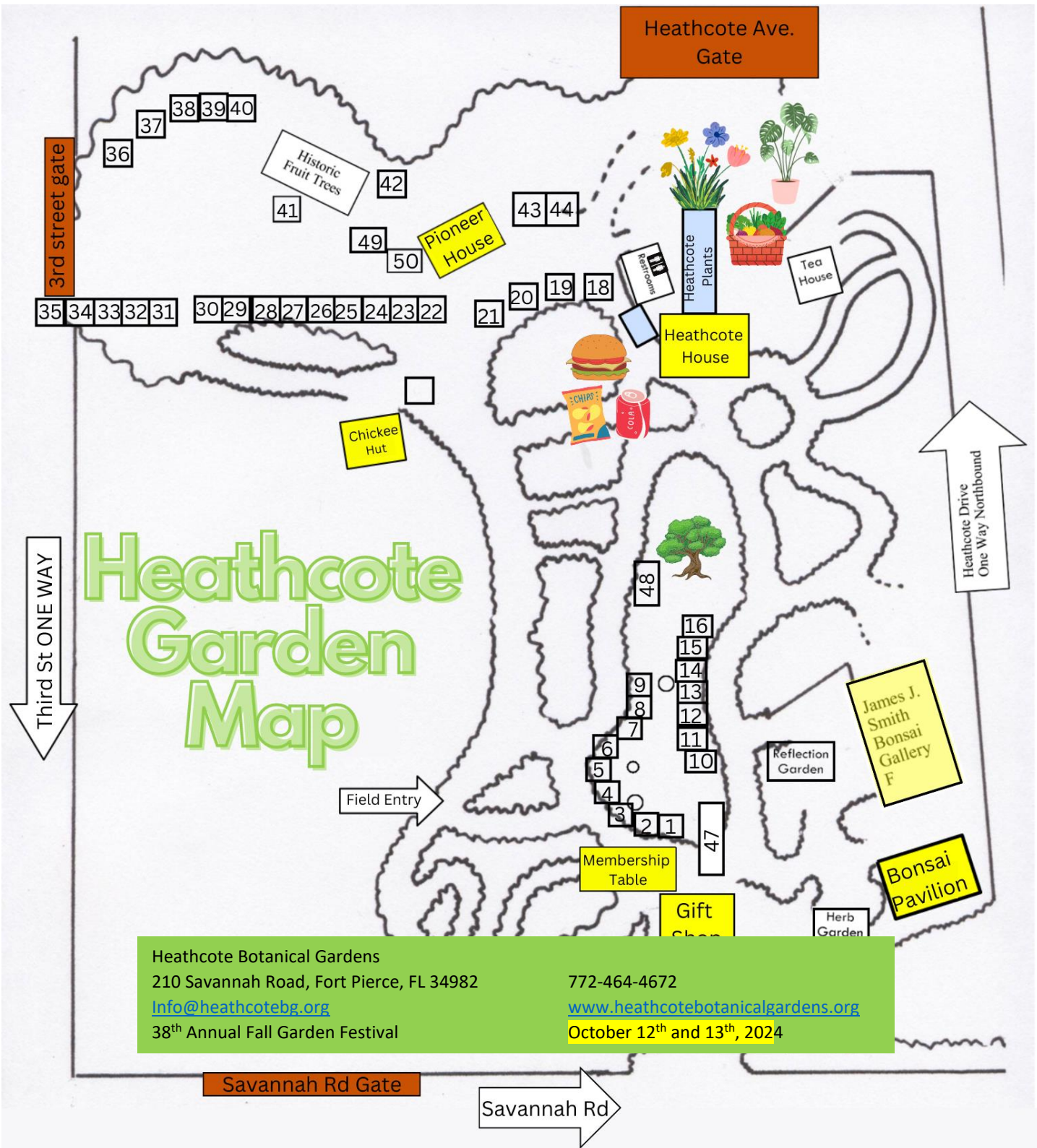
Space is available on a first come, first served basis. Please be sure and mark your 1st, 2nd and 3rd choices.

Please make check payable and mail to: Heathcote Botanical Gardens
210 Savannah Rd
Fort Pierce, FL 34982

Payment by credit card is available via an electronic invoice.
www.HeathcoteBotanicalGardens.org
Forms can be emailed to info@heathcotebg.org

I have read and understand the guidelines for the Fall Garden Festival and agree to abide by them. I have signed and returned this form with my payment and the signed hold harmless form. Also, by signing below I confirm I have **liability insurance** in effect at the time of this event. These forms and payment must reach Heathcote Botanical Gardens no later than **August 1, 2024** for the early registration discount per space. Vendor fees are non-refundable.

Signed: _____ Date: _____



Heathcote Garden Map

Heathcote Botanical Gardens
 210 Savannah Road, Fort Pierce, FL 34982
Info@heathcotebg.org
 38th Annual Fall Garden Festival

772-464-4672
www.heathcotebotanicalgardens.org
 October 12th and 13th, 2024

